

## DUTY STATEMENT

		EFFECTIVE DATE September 15, 2021
BRANCH Administrative Services	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 223 - 7500 - 001	
DIVISION/UNIT Human Resources	CLASS TITLE CEA C	
INCUMBENT NAME	WORKING TITLE Director of Human Resources	
CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.		
<p>Under the general direction of the Chief Administrative Officer, the Director of Human Resources is responsible for providing leadership, management direction, and policy guidance to the Human Resources Division; assisting the CEO, COO, Executive Team, and the 12-member Teachers' Retirement Board (board) in the formulation, administration and continuing evaluation of CalSTRS' Personnel Services, Organizational Development, Executive and Investment Compensation, and Equal Employment Opportunity programs and policies; and serving as the primary lead for execution of CalSTRS Workforce Plan. The Director of Human Resources acts as the primary policy advisor on human resources management issues and is responsible for the ongoing implementation of human resources related program initiatives that support CalSTRS Strategic Plan and business objectives. Independent of Executive Management, the Director serves as the Key Staff Member to the board's Compensation Committee. The Director sets the vision and strategic direction for the following HR programs: HR policy development and administration; employee engagement, recognition, and onboarding services; employee wellness including workspace ergonomics; administration of employee payroll and benefits; administration of the board's executive and investment compensation program; knowledge transfer and transition; talent management, classification and compensation, talent acquisition and outreach; employee relations; labor relations; equal employment opportunity and reasonable accommodations; diversity outreach and inclusion; workforce planning; succession planning; executive, leadership and professional development and coaching; training services; career counseling; a listening feedback system for employees at all stages of their career; and the administration of an enterprise-wide competency based performance evaluation program.</p>		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.	
30%	<b>ESSENTIAL FUNCTIONS</b> Provide vision, strategic direction, and leadership for the activities and performance of programs within the Human Resources Division. Act as the enterprise chief advisor on matters relating to personnel, organizational development, executive and investment compensation, equal employment opportunity and CalSTRS overall workforce strategy. Provide overall policy development, guidance, monitoring, and enforcement responsibility for the critical Human Resources program areas. Set program priorities and direct the implementation of human resources related programs and strategies to ensure programs and services are clearly aligned with CalSTRS Strategic Plan and business objectives. Actively participate with statewide committees, Boards, and Ad Hoc groups to promote civil service reform through policy and legislative changes. Formulate and direct the development and implementation of new or revised policy and procedures necessitated by legislative, policy and/or information system changes.	
30%	Participate in major policy decisions regarding overall CalSTRS operations and enterprise strategic planning. Act as expert resource to the CEO, COO, Executive Team, Board Members, and Compensation Committee in rendering sensitive human resources, executive and investment compensation, enterprise performance management, workforce strategy, and organizational development decisions. Independent of Executive Management, serve as the Key Staff Member and primary policy advisor to the board and its Compensation Committee, providing advice and counsel to the committee chair, vice-chair and committee members on all matters related to the board's statutory authority to establish executive and investment classifications and set compensation. Assist the board and the Compensation Committee in its oversight to the System's compensation strategy and operation of the compensation policy and incentive plan. Participate in Compensation Committee meetings and deliver formal written and oral presentations on human resources, executive and investment compensation, enterprise planning, workforce strategy, and organizational development matters. Guide and facilitate board discussions and exercises to assist the committee on all matters of executive compensation policy and administration, incentive performance measurement, succession planning for Executive and Investment Management positions, and CEO and CIO performance measurement and assessment. Serve as the board's liaison to its independent, third-party compensation consultants, investment consultants and the governance consultant on the	

	<p>forementioned matters. Oversee the formulation of strategies, approaches, communications, and messaging to address and respond to member and stakeholder concerns on complex, highly sensitive and controversial executive and investment compensation matters to preserve CalSTRS' reputation as a trusted fiduciary of public funds.</p>
15%	<p>Oversee the development of internal controls and ensure compliance with policies, procedures, and processes that are consistent with the goals, objectives, and values of the Teachers' Retirement Board, federal and state laws, and as appropriate, to the rules of the California Department of Human Resources (CalHR), State Personnel Board (SPB), the State Controller's Office (SCO), and other state business' partners. Continually assess enterprise-wide human resources programs for risks related to ensuring business continuity and CalSTRS long-term business sustainability and oversee the development and implementation of risk mitigation strategies. In conjunction with the General Counsel, serve as co-risk owners to address ethics and compliance issues and to mitigate operational and administrative events to maintain CalSTRS reputation. Report to the board sensitive personnel matters that have potential to jeopardize CalSTRS reputation and provide recommendations to address and mitigate risks. Monitor the Division's budget, promoting efficient and effective use of resources, and advocate for additional resources to meet strategic goals and objectives. Make written and oral presentations to the general staff and other organizations on a regular and ad hoc basis.</p>
10%	<p>Serve as primary lead for CalSTRS' participation in civil service reform to develop and advance legislative changes that will ensure a robust, diverse, talented, and accessible candidate population. Work collaboratively with the California Government Operations Agency, SPB, CalHR and SCO to improve the civil service system, including the development, implementation and use of human resources information technology. Represent CalSTRS before the legislature, control agencies, or other professional organizations on human resource issues. Represent CalSTRS at industry meetings of Human Resource Directors of pension systems nationwide to network and collaborate on critical issues facing pension systems.</p>
10%	<p>Participate as a senior management sponsor, business lead or team member on enterprise-wide projects. Serve as a core member of CalSTRS Operational Performance Roundtable and Executive Risk Committee, the cross-functional teams of Senior Leadership that collaborate to ensure continuous improvement of operational programs and enterprise-wide processes that support CalSTRS operational objectives and effective risk management. Champion CalSTRS initiatives such as executive leadership and professional development programs that support succession plans and business continuity, the building of a highly engaged and diverse workforce that supports CalSTRS long-term sustainability, leveraging technology to improve human resource services and products, building and implementing a comprehensive performance management system and other enterprise-wide efforts. Provide consistent leadership and support for improvement of human resource and organizational development issues throughout CalSTRS. Keep apprised of project status and budget.</p>
5%	<p><b>MARGINAL FUNCTIONS</b> May serve as back-up to Chief Administrative Officer in absence of regular incumbent as needed.</p>

## COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies:

- Change Leadership
- Decision Making
- Fostering Diversity
- Global Perspective

815-223-7500-001

- Interpersonal Skills for Relationship Building
- Organizational Awareness
- Professional Confidence
- Results Orientation
- Risk Management
- Strategic Thinking and Implementation

**CONDUCT AND ATTENDANCE EXPECTATIONS**

- Communicate effectively with individuals from varied experiences, perspectives, and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Support and model CalSTRS Core Values

**WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB****WORK ENVIRONMENT**

- Work in a mid-rise building.
- Occasional overnight travel.
- Work hours may be various such as weekends, evenings, and holidays

**PHYSICAL ABILITIES**

- Ability to use a computer keyboard several hours a day.
- Read from computer screens several hours a day.

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

**To be reviewed and signed by the supervisor and employee:****SUPERVISOR'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

**EMPLOYEE'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED